



Little Chute Public Library

Gerard H. Van Hoof Memorial

Collection Development Policy

The Little Chute Public Library seeks to have a well-rounded collection for both educational and recreational use. Librarians will select materials based on:

- Local and national demand and/or interest
- Professional and popular media reviews
- [Recommendations from the public, library staff](#), and publishers

Technical Criteria for purchased or donated materials:

- Treatment of subject for intended audience
- Physical durability
- Quality of the production
- Cost and availability
- Relation to existing collection and other materials on the subject
- Space and budgetary limits
- Most used and prevalent format

Collection maintenance and removal of materials will be based on the following parameters:

- Library standard of weeding from the [CREW Method Guidelines](#)
- All standards for selection of materials will also be applied when removing material

Deselection of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary to ensure that the library's materials are useful and accessible. Items are regularly removed to keep the collection current, accurate, and appealing. All items still in a usable condition will be placed in the Friends of the Library Booksale. Revenue from the Friends of the Library Book sale are used to support ongoing library efforts.

Reconsideration of library material:

The library collects and makes available a wide variety of informational and recreational resources representing the range of human thought and experience. If a community member encounters an item they believe to be offensive or inappropriate, the community member may submit a formal Reconsideration Request Form.

- Formal Reconsideration Requests must be signed and submitted
- Reconsideration Requests will only be accepted from patrons with Little Chute as their home agency
- The community member will be provided a copy of the Collection Development Policy and the [Library Bill of Rights](#)
- No action will be taken unless the Reconsideration Request form is fully completed, signed (identifying the individual or group), and submitted to the Library Director
- Submission of a Reconsideration Request will trigger a formal reconsideration process and the reconsideration document will become part of the public record
- Submitted Reconsideration Requests will be reviewed by the Library Board on the next scheduled meeting time
 - The item in question will remain available to the public until official action is taken by the Library Board
- The Library Board will determine what action to take upon review of the Reconsideration Request. Library Board action may include:
 - Deselection of item
 - Relocation of item
 - No action

Reconsideration of Library Material

The trustees of the Little Chute Public Library have established a collection development policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Little Chute Public Library
625 Grand Ave.
Little Chute, WI 54140

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? Or an organization?

Name of Organization _____

Material on which you are commenting:

Book (e-book) Movie Magazine Audio Recording

Digital Resource Game Newspaper Other

Title _____

Author/Producer _____

What brought this item to your attention?

Have you examined the entire item? If not, what sections did you review?

What concerns you about the item?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the Library Board consider?
